

## HOME OF FRANKLIN D. ROOSEVELT NHS

### PUBLIC USE REPORTING AND COUNTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Home of Franklin D. Roosevelt NHS. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Socio-Economic Studies Division to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

#### Recreation Visits

1. The number of visitors taking the house tour.
2. The number of visitors using the grounds is estimated as twenty-five percent of the number of visitors entering the Library.

#### Recreation Visitor Hours

Recreation visitor hours are the sum of the subtotals of each of the categories listed in Table 1. Each subtotal is the results of multiplying the number of visitors associated with that category by its length-of-stay multiplier.

**Table 1**

**Average Length of Stay Multipliers by Category**

CATEGORY	AVERAGE LENGTH-OF-STAY
House Tour Visits	2.00 hours
Grounds Visits	.25 hour

#### Special Use Data

Line n. Number of buses